

**PART I - THE SCHEDULE**

**SECTION G – CONTRACT ADMINISTRATION**

## **PART I - SECTION G**

### **CONTRACT ADMINISTRATION**

#### **G.1 CORRESPONDENCE PROCEDURES**

To promote timely and effective administration, correspondence (except for invoices and reports) submitted under this contract shall be subject to the following procedures:

- (a) **Technical Correspondence.** Technical correspondence (as used herein, this term excludes technical correspondence where patent or technical data issues are involved and waivers, deviations, or modifications to the requirements, terms, or conditions, of this contract) shall be addressed to the DOE Contracting Officer's Representative (COR) with an information copy of the correspondence to the DOE Contract Specialist (see Paragraph G.2).
- (b) **Other Correspondence.** All other correspondence, except the plans and reports indicated in the reporting requirements checklist in Part III - Section J, shall be addressed to the Contracting Officer, with information copies of the correspondence to the DOE COR, and DOE Patent Counsel (where patent or technical data issues are involved), DOE Property Administrator (where property issues are involved), and DOE Industrial Relations Specialist on all Human Resources Programs and issues.

The checklist reports shall be distributed as specified in Section J, Attachment 4a.

- (c) **Contracting Officer's Address.** The Contracting Officer's address is as follows:

Department of Energy  
Strategic Petroleum Reserve  
Project Management Office  
**ATTN: Ms. Joyce B. Francois**  
900 Commerce Road East  
New Orleans, LA 70123  
(504) 734-4760

- (d) **Subject Line(s)**. All correspondence shall contain a subject line commencing with the contract number, as illustrated below:

**G.2 GOVERNMENT CONTACT FOR POST AWARD ADMINISTRATION**

The DOE Contract Specialist is Mr. Chris Silva. Mr. Silva can be reached at (504) 734-4561. The Contractor shall use the Contract Specialist as the point of contact on all but technical matters (see Paragraph G.1 (a), above, for definition).

**G.3 CONTRACTING OFFICER'S REPRESENTATIVE FOR POST AWARD ADMINISTRATION**

The DOE COR for this contract is Mrs. Sheldra A. Wormhoudt. Mrs. Wormhoudt can be reached at (504) 734-4296. The Contractor shall use the COR as the point of contact on technical matters (see Paragraph G.1 (a), above for definition).

**G.4 DOE PATENT COUNSEL**

The mailing address for information copies to the DOE Patent Counsel is:

U.S. Department of Energy  
Assistant General Counsel for  
Intellectual Property  
GC-62, Room 6F067  
**ATTN: Mr. Paul Gottlieb**  
1000 Independence Avenue, SW  
Washington, DC 20585

**G.5 PROPERTY ADMINISTRATOR**

The DOE Property Administrator for this contract is Mr. James Hampton. Mr. Hampton may be reached at (504) 734-4041. The Contractor shall use the Property Administrator as the point of contact on property matters (see Paragraph G.1 (b), above for definition).

## G.6 INVOICING AND PAYMENT

For purposes of compensation under this contract, payments shall be made in accordance with Section B and J of this contract. The SPRPMO and Oak Ridge accept invoices transmitted via U.S. mail, e-mail, and fax. The e-mail address and fax number for invoices submitted electronically are:

Oak Ridge: [orfscmail@oro.doe.gov](mailto:orfscmail@oro.doe.gov)

(865) 574-5374

SPRO: [sprfinance@spr.doe.gov](mailto:sprfinance@spr.doe.gov)

(504) 818-5968

The Contract is required to submit invoices to both Oak Ridge and SPRO.

When submitting invoices via U.S. mail, you must submit to the following address:

United States Department of Energy – SPRO  
Oak Ridge Financial Service Center  
P.O. Box 4907  
Oak Ridge, TN 37831

Street address for overnight mailing:

200 Administration Road  
Oak Ridge, TN 37831

In addition, two copies of the invoice must be forwarded to:

United States Department of Energy  
Strategic Petroleum Reserve  
Planning and Financial Management Division, FE-4452  
900 Commerce Road East  
New Orleans, LA 70123